



# Manager's Report

*For Council Meeting 6/12/01*

## **FINANCE**

Listed below are the new businesses licensed during this period:

<b><u>Business Name</u></b>	<b><u>Address</u></b>	<b><u>Business Type</u></b>
Brown-Carrera Realty LLC	10A Royal St SE	Real Estate
Carr, Shawn	240 Fort Evans Rd NE	Produce Stand
Doo Doo Happens	704 Godfrey Ct SE	Pet Waste Removal
Executive Staffing	131 A Fort Evans Rd SE	Staffing
Gatherings	775 Gateway Dr SE #1203	Event Consulting
GNC	53-D Catoctin Cr NE	Retail - vitamins
Michael Haynes Painting	203 Loudoun ST SE	Painting Contractor
Promotional Imprints	501 Deer Meadow Pl SW	Retail - gifts

## **PERSONNEL**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Jennifer Smith	Secretary	Planning and Zoning
Charles Stover	Construction Inspector	Utility Lines

  

<b><u>Resignations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Lee Phillips	Chief of Current Planning	Planning and Zoning

## **PLANNING AND ZONING**

### **Current Planning Division Activity**

#### **Plans accepted for review during the period May 16, 2001-June 4, 2001**

- Loudoun County Courts (Pennington Lot)
- Potomac Crossing Section 10
- Airport North Area Development
- Leesburg Airpark Lot D
- Potomac Crossing Section 9
- Harvest Square Lot 5
- Sycamore Hill Lot 3

- Kincaid Forest Section B
- Loudoun County Courts
- Honician Development
- Potomac Crossing Section 10
- Airport North Area Development
- Potomac Station Section 7A, 8A, 8C
- Edwards Landing 2B
- Market Station LLC
- Dulles Motor Cars
- Potomac Crossing Section 8
- Stratford Land Bay Duplexes
- Subdivision and Land Development Regulations Rewrite
- Potomac Crossing/Battlefield Parkway

**Plans reviewed during the period May 16, 2001-June 4, 2001**

- Edwards Landing Battlefield Parkway Phase II A
- Georgetown Mews
- Potomac Crossing Section 10
- Kincaid Forest Section 4-B
- Heritage High School
- Pershing and Wilson Road Improvements
- Stowers Section 3
- Beeler Subdivision
- Leesburg Plaza Shopping Center
- Pershing and Wilson Avenue

**ZONING PERMITS ISSUED 01-524 - 01-638****New Construction Residential**

Beauregard Heights 1 SFD @ \$125,000

Sycamore Hill 8 SFA @ \$172,000

Potomac Station 6 SFD @ \$105,000

Potomac Crossing 2 SFD @ \$105,000

Woodlea Manor 4 SFD @ \$100,000

**New Construction Commercial**

105 A, B, C, D, E, F East Market Street Court House Square Condos \$16, 365.00

40 Sycolin Rd. SE House to Office \$5,000.00

116-Q Edwards Ferry Rd NE Remodeling Doctors Office \$90,000.00

106 Catoctin Circle SE Catoctin Central Office

803 Sycolin Rd. SE Office Leesburg Airpark \$3,100.00

14 Cardinal Park Drive SW Warehouse Interior Fit-Up Cardinal Park Drive SW \$150,000.00 Cardinal Industrial Park

101 Blue Seal Drive NE Leesburg Plaza Shopping Ctr.

540 East Market Street Roy Rogers – Side Vestibule \$5,000.00

**Occupancy Permits Residential**

Kincaid Forest 3 SFD

Sycamore Hill 6 SFA

Woodlea Manor 1 SFD

Drymill 1 SFD

Fairview 2 SFD

Tavistock Farms 1 SFD    2 SFA

Potomac Station 3 SFA

Potomac Crossing 3 SFD

Evergreen Mills/Stowers 1 SFD

Evergreen Meadows 1 SFD

Stratford 1 SFD

**Occupancy Permits Commercial**

241 Fort Evans Road Leesburg Corner Premium Outlet tenant fit-in

541 East Market Street Red Hot & Blue Restaurant

**UTILITIES****Water & Sewer Administration**

No report this period

**Water Supply Division****Capital Projects Update****Water Treatment Plant Upgrade to 10 MGD**

The contractor is performing the following operations:

1. Conducting mechanical and electrical operations.
2. Performing painting and special coating applications.
3. Control system configuration and equipment calibrations are in progress.
4. New filter and chemical equipment are being placed in service.

**WTP Expansion Project Status**

Dollar value complete 97% Time Elapsed 126%

The contractor continues to be approximately 150+/- days behind schedule.

Project substantial date was December 28, 2000. No time extension has been agreed upon, therefore, liquidated damages are being withheld at a rate of \$1,000.00 per day.

### **Water Pollution Control Division**

#### **a. Capital Projects**

##### **VWQIF Grant**

Due to the Virginia General Assembly's failure to appropriate adequate funds into the VWQIF program, the town has received and responded to official notification regarding reduced FY 2002 grant reimbursement requests for the BNR and BMU Projects. Prorated reimbursements at approximately 50 percent will be made for all requests received after June 13, 2001, with the balance deferred until additional funds are available. Leesburg has an approved grant balance of \$466,711, and potentially eligible changes to the grant in the amount of \$127,600, following the June 8<sup>th</sup> submission of the last possible reimbursement request prior to the June 13<sup>th</sup> deadline.

#### **b. Training**

- Rodney Lloyd, Wayne Anthony, Ken Neal and Walter Fraley recently attended a one-day seminar on Wastewater Pumps and Controls sponsored by the Virginia Rural Water Association.
- Ken Neal, Utility Maintenance Worker I – WPCD, completed Volume I of a wastewater collection maintenance correspondence course from the California State University.

### **Utility Lines Division**

#### **Training:**

Herb Gallahan and Ken Binder attended Miss Utility training held in Fairfax. Held safety training covering Book #4 (Hazard Communication) & Book #5 (Highway Safety).

The Utility Lines Division in conjunction with Slumberger Meters conducted a one-day water meter workshop on June 5, 2001, at the Public Works Facility to introduce some new products and technology. In addition to participation of town staff, several other jurisdictions such as Berryville, Purcellville and attended this workshop.



**TOWN OF LEESBURG**

Full-Time Positions being Recruited as of June 8, 2001

Department	Position Title	Date of Vacancy	Ad Placed	Apps Rec'd	Prelim Interview	Final Interv	Offered	Reject
Airport	1 Airfield Maint Worker I	5/9/01	✓	✓	✓	✓	✓	✓
Executive	1 Management Intern	7/1/01	✓	✓	✓	✓	✓	✓
	1 Secretary/Asst to the Clerk	7/1/01	✓	✓				
Econ Dev	1 Economic Development Director	5/7/01	✓	✓	on hold			
	1 Administrative Secretary	3/9/01	✓	✓	on hold			
Eng & PW	1 Asst Bldngs Supt	1/24/01	✓	✓				
	1 Engineer I - Spec Proj	1/24/01	✓	✓				
	1 Engineer I - Traffic	1/24/01	✓	✓	✓			
	1 Inspector Supervisor	5/22/01	✓	✓				
Finance	1 Purchasing Clerk	7/1/01	✓	✓				
Parks and Rec	1 Outdoor Facilities Superv	7/1/01	✓	✓				
	1 Secretary	7/1/01	✓	✓				
Personnel	1 Training Coordinator	7/1/01	on hold					
P&Z	1 Chief Current Planning	7/1/01	✓					
	1 Planner	7/1/01	✓	✓				
Police	3 Police Officer	7/1/01	✓	✓				
Util Lines	2 Util Maint Worker II	7/1/01	✓	✓				
Water Treatmt	2 Utility Plant Operator	4/3/01	✓	✓	✓	✓	✓	✓
Wastewater	1 Util Maint Worker II	7/1/01	✓	✓				
<b>TOTAL</b>	<b>23</b>							

R. S. Noe

